

**DEPARTMENT OF CHILDREN AND FAMILIES
HARTFORD REGIONAL OFFICE - REGION 4
CLINICAL NURSE COORDINATOR (GENERAL)**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: Hartford Regional Office
Job Posting No: BA96652HFD
Hours: Full Time, 37.5 Hours Per Week
Salary: \$\$59,675.00-\$80,803.00 Annually
Closing Date: June 26, 2013 Close of Business

The Department of Children and Families is currently seeking qualified candidates to fill one (1) [Clinical Nurse Coordinator \(General\)](#) for our Hartford Area Office to cover the Hartford and Manchester, Region 4. This position is full time (37.5 hours, M-F). This position provides clinical consultation to the Department's Social Work staff and other professionals, and is responsible for managing the healthcare of children in the care of the Department. For complete job description, please click the class code to the right.

Example of Duties:

Writes clinical program objectives, policies, procedures and manuals; conducts client health assessments; develops, implements and reviews client health care plans; participates or chairs client centered interdisciplinary teams; interviews client; accompanies client on visits to treatment programs or placement settings; follows up on client care in community programs to assure client in least restrictive environment; assures continuity of care to prevent recidivism; applies for financial aid for client through Department of Social Services; maintains records of client progress or failure after placement; develops community health resources and provides on-going consultation and monitoring of services; acts as a resource person to staff and community; prepares reports and statistical summaries; may clinically supervise direct care staff in execution of clinical programs; may develop and conduct inservice educational programs for staff and families; may perform recordkeeping functions; performs related duties as required.

Minimum Qualifications

Knowledge, Skills and Ability:

Knowledge of individual treatment planning including impact of medical insurance program requirements for reimbursement; knowledge of structure of services for clients and their families in institutional and community oriented settings as related to parenthetical title; knowledge of aftercare facilities; considerable interpersonal skills; oral and written communication skills. GENERAL: Knowledge of nursing principles and clinical therapeutic models of patient and/or client care with emphasis on interdisciplinary team approaches as related to parenthetical title.

Experience and Training:

General Experience: Three (3) years of professional nursing experience.

Special Experience: One (1) year of the General Experience must have been at the level of Head Nurse working with the type of clients indicated by the parenthetical title.

Substitutions Allowed:

1. A Bachelor's degree in nursing may be substituted for one (1) year of the General Experience.
2. A Master's degree in nursing may be substituted for one (1) additional year of the General Experience.

Special Requirement:

1. Incumbents in this class must possess and retain a license as a registered nurse in Connecticut.
2. Incumbents in this class may be required to travel.

Note: Non-Examined refers to Section 5-219 of the Connecticut General Statutes which permits appointment of candidates to competitive positions without formal examination when a professional license, professional degree, accreditation or certificate is a mandatory requirement for appointment to a class.

This replaces the existing specification for the same class in the Salary Group HC 24 approved effective July 4, 2008.
(Revised to modify Special Experience)

Application Instructions: Interested and qualified candidates who meet the above requirements must submit the CT-HR-12 [State of Connecticut Application for Employment](#), indicating the Job Posting No. BA96652HFD, resume, a letter of intent, and three (3) letters, or names and contact information, of professional supervisory references and a copy of any license, degree and certification required to the address below. If faxing or e-mailing your application, please do not send the original, only (1) copy is needed.

Department of Children and Families
Human Resources
Attn: [Brenda Fournier](#)
250 Hamilton Street
Hartford, CT. 06106
Fax: (860) 707-1957

State employees must submit two most recent performance appraisals in lieu of references

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.